



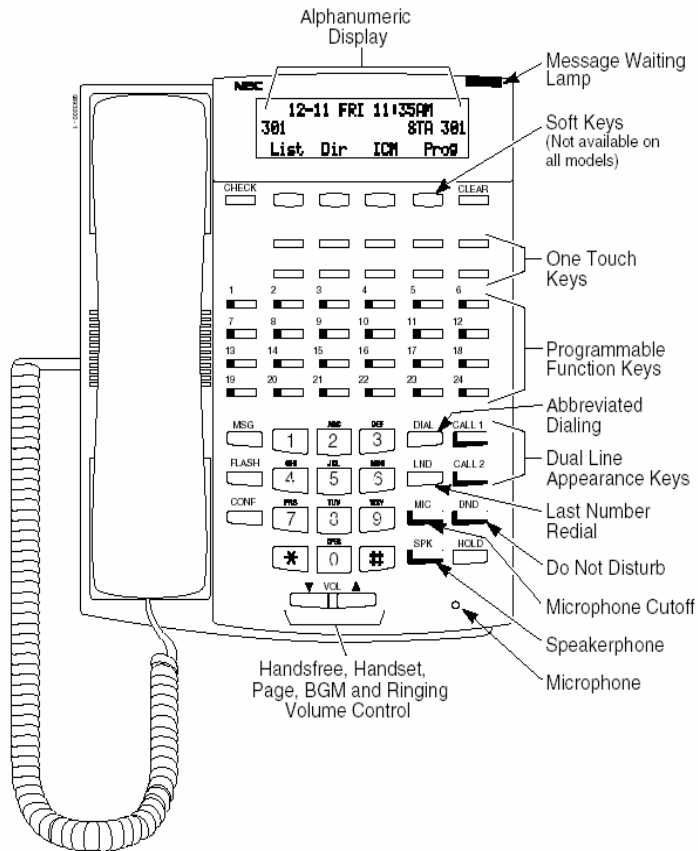
# *Aspire*



## Telephone & Voicemail Quick Reference Guide

For Questions on Your Telephone or Voicemail  
Call: Valerie Young  
Warner Telecom Group  
206-575-4200 Ext. 301  
vyoung@warnertel.com

## Your Multibutton Telephone



### Entering Names

When entering names, use dial pad keys to enter letters. For example, press the digit 2 key once for A, twice for B, three times for C, etc.

1 = 1 @ [ ¥ ] ^ _ \ {   } ← →	5 = J - L, j - l, 5	9 = W - Z, w - z, 9
2 = A - C, a - c, 2	6 = M - O, m - o, 6	0 = 0 ! " # \$ % & ' ( )
3 = D - F, d - f, 3	7 = P - S, p - s, 7	* = * + , - . / : ; < = >
4 = I, g - l, 4	8 = T - V, t - v, 8	

# = Accepts an entry (only required if two letters on the same key are needed)

CONF = Clear the character entry one character at a time

FLASH = Clear all the entries from the point of the flashing cursor and to the right

## Setting Up Message Notification

Message notification allows a user to be notified of their messages even when they are out of the office. Users can be notified at up to three different numbers.

### To Set Up Message Notification:

- Access your voice mailbox
- Press **OP** for Mailbox **OP**tions
- Press **N** for change Message **Not**ification
- Press **M** to **Mod**ify a group
- Select Notification Group to Modify
  - F - First Group
  - S - Second Group
  - T - Third Group

The voicemail will play the default setup  
Press **I** for **In**correct to change the default setup  
Follow the prompts to enter your customized setup

### To Enable or Disable Message Notification:

- Access your voice mailbox
- Press **OP** for Mailbox **OP**tions
- Press **N** for change Message **Not**ification
- Press **A** to select group to be **Act**ive
- Follow prompts to enable your notification groups 1-3

## Using Interactive Softkeys

The display of your Aspire Telephone system has four interactive Softkeys that work with the third line of the display of your telephone. When accessing the voicemail system, use your Softkeys to interactive with the voicemail system and prompts.

## Answer A Call

### At Your Phone:

- When your telephone rings
- Lift handset or press **SPK** Key to answer call
- Your **CALL 1** Key will be red to indicate you are on a call
- Note: If your telephone is programmed with outside line keys, the line that you are using will be Lite green.

### Answer Another Phone Ringing:

- Lift handset or press **SPK** Key
- Press \* \* + Extension Number that is ringing

## Place A Call

### Internal Extension

- Lift handset or press **SPK** Key
- Dial Ext. No. or Press Hotline Key

*\*Note: You can press 1 after the Ext. No. to switch between voice and tone intercom calling.*

### Outside Call

- Lift handset
- Press available **Line** Key if programmed or Press **9**
- Dial telephone number

## Speakerphone Operation

You can place and answer calls by pressing the **SPK** Key instead of using the handset.

### Using Microphone Cutoff

- During a speakerphone call
- Press **MIC** Key to mute microphone
- Key will light up red
- Callers will be unable to hear you, but you will be able to hear the caller
- Press **MIC** Key again to turn microphone on

*\*Note: During a speakerphone call, you can lift the handset to make the call private. Press **SPK** and hang up handset to return to speakerphone.*

## Last Number Dial

### To Preview the Last Number You Dialed:

With handset down  
Press **LND** Key  
Number will appear on display  
Use **↑ ↓** Key in display to scroll  
Lift handset or press **SPK** to dial number

### To redial the last number you dialed:

Lift handset  
Press **LND**

## Call Hold

### Place a Call on Hold:

While on a call  
Press **HOLD** Key  
Your **CALL** Key you are using will flash Red or  
if your system is programmed with Line Keys, the line you are  
holding will flash Green on your telephone and Red on all others.

### Pick up a Call on Hold:

Press flashing **Line** Key from any phone  
Or Press Flashing **CALL** Key

## Call Park (optional feature)

### Park A Call

While on a call  
Press available **Park** Key  
**Park** Key will flash green on your phone and red on  
all other phones

### Pick up a Call from Park

Press flashing **Park** Key  
Call was holding on

## Transfer A Caller To A Mailbox

Use this procedure to transfer a caller directly into a co-workers voice mailbox without ringing the telephone.

While on the call  
Press **HOLD** Key  
Press your **MSG** Key  
Press Hotline key or dial extension number of co-worker  
Hang-up

## Other Voicemail Features

### Transferring a co-worker into voicemail:

If a co-worker calling from outside the office wants to check messages, you may transfer them into voicemail by doing the following:

Press **HOLD** Key  
Press your **MSG** Key  
Dial the Extension of the Co-Worker or press Hotline Key  
Hang-up

The co-worker will here their greeting and can then press # to log onto mailbox

### Leave a quick message for a co-worker:

You can leave a quick message for a co-worker with out accessing your own voice mailbox:

Dial Extension Number of co-worker  
Press **MSG** Key  
Leave message

*Note: You can press \* to bypass a co-workers greeting.*

## Accessing Voicemail

### From Your Telephone:

Press **MSG** Key  
You will be asked for your security code  
Default Security Code is **1234**

### From Another Telephone In the Office:

Dial Voice Mail Extension **700**  
You will be prompted for your mailbox number  
Dial Mailbox Number (same as extension)  
Enter Security Code if asked

### From Outside the Office if you have a DID (Direct Inward Dial):

Dial your Direct Dial Number  
When you hear your greeting  
Press **#** to log on to your mailbox  
Enter Security Code if asked

### From Outside the Office if you have a Voicemail Back Door Number or when Auto Attendant Is On:

Dial Voicemail Back Door Number:  
When company greeting answers  
Press **# + Mailbox Number**  
Enter security code if asked

### From Outside the Office if speaking with a Coworker:

Dial main company number  
As Co Worker to transfer you to your mailbox  
Press **#** to Log On to your Mailbox  
Enter security code if asked

**First Time Logon Tutorial:** When you access your mailbox for the first time, the system will play a recorded announcement and tutorial to guide you in setting up your voicemail for the first time. The tutorial will only play the first time you log into your mailbox. You will be asked to record your personal greeting, record your name for the company directory, and set up a new security code (up to 6 digits).

## Transfer A Call

While on a call  
Press **HOLD** Key  
Dial Ext. No. or Press Hotline Key  
Announce call (Optional)  
Hang-up to complete transfer of call

*\*Note: To return to the call before hanging up, press flashing call key.*

## Conference Call

Place or answer a call  
Press **CONF** Key  
Place your next call  
Press **CONF** Key when answered  
Repeat to add more parties  
After adding all parties  
Press **CONF** Key again to begin conference

## One - Touch Calling

### Programming One - Touch Keys

Press **CALL 1**  
Dial **855**  
Press unused **One-Touch Key** (see page 2 chart)  
Dial 9 + outside phone number you want to program  
Press **HOLD** Key to program a name  
Program name using chart on page 2  
Press **HOLD** Key to save name  
Press **SPK** to hang up

### Use One-Touch Key

Lift handset (optional)  
Press One-Touch Key

## DND

DND permits you to work at your desk without interruptions from the phone.

Press **DND** Key  
Dial DND Option code:

1	Blocks your outside calls
2	Blocks Paging, Intercom Calls, Call Forwards and transferred outside calls
3	Blocks All Calls
4	Blocks Call Forwards
0	Cancels Do Not Disturb

## Ring Tone Adjust

You can customize the way internal and external calls ring your phone:

To Change Incoming Ring Tones:

Press **CALL 1**  
Dial **820**  
Press **1** for internal call ringing or  
Press **2** for external call ringing  
Dial code for the ring pattern **1 - 8**  
Press **SPK** Key to save tone pattern

## All Call Page

Lift Handset  
Press **InPg** Soft Key  
Dial 0  
Make announcement

## Program Function Keys for Hotline Keys

Program your unused Function Keys for Internal Hotline keys to other extensions.

Press **CALL 1**  
Dial **851**  
Press unused Function Key (see page 2)  
Dial **01 + Extension number**  
Press **HOLD** to save  
Press **SPK** to hang-up

## Directory Dialing

If you have a Display phone, Directory Dialing allows you to select a inside or outside number by name.

There are four types of Directory Dialing:

**ABBC** - Company (Common) Abbreviated Dialing  
**ABBG** - Department (Group) Abbreviated Dialing  
**OneT** - Personal Abbreviated Dialing (One-Touch Keys)  
**EXT** - Co-worker's extension

With handset down

Press the **Dir** Softkey through display  
Press Softkey prompt for directory you want to access  
Dial the first letter/number for the name/number you want to call  
For example, dial 2 for A, B, C or 2  
Press the Up or Down Softkey arrows to jump to that section & scroll

## Volume Controls

The volume keys work as volume up and down keys to adjust incoming ringing, volume of speakerphone and handset volume. In addition, they will change the contrast of the display when the phone is idle.

**Adjust Volume on Incoming Ringing, Speakerphone, Handset or Display Contrast**

While phone is ringing, or while talking with handset or speakerphone, or if phone is idle.

Press Vol **▲▼** repeatedly to adjust the volume of ringing, current call, or if phone is idle, the display contrast.